

# Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935  
Madison, WI 53708-8935

FAX #: (608) 261-7083  
Phone #: (608) 266-2112

1400 E. Washington Avenue  
Madison, WI 53703  
E-Mail: [web@drl.state.wi.us](mailto:web@drl.state.wi.us)  
Website: <http://drl.wi.gov>

## EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS & LAND SURVEYORS

### PROFESSIONAL ENGINEER SECTION

#### INSTRUCTION PACKET FOR CERTIFICATION AS AN ENGINEER-IN-TRAINING

Enclosed are the forms for applying for Certification as an Engineer-in-Training and a copy of the Wisconsin Statutes and Administrative Code relating to certification. This is not the application for applying for the fundamentals of engineering (EIT) examination. To obtain the exam application contact CPS Human Resource Services at (916) 263-3644 or register online at [www.cps.ca.gov](http://www.cps.ca.gov).

#### **FILING AN APPLICATION:**

All applicants for Certification as an Engineer-In-Training must complete an "Application for a Certificate of Record as an Engineer-In-Training" (Form #1098). Please type or print all information when completing the "Application for a Certificate of Record as an Engineer-In-Training" (Form #1098).

Completed applications must be mailed to the address listed above. Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 East Washington Avenue, Room 112, Madison, WI 53703.

#### **FEE:**

Please include with your application a check or money order made payable to the Department of Regulation and Licensing for the \$53.00 initial credential fee.

#### **EDUCATION:**

Official transcripts showing courses taken and degrees received are required. Transcripts must be sent by the college or university to you. You must send the transcript in the sealed envelope to the Professional Engineers Section at the address listed above with your application. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). Unofficial copies of transcripts are not acceptable. You must have received a B.S. degree in engineering from an approved school or document, 4-years education and/or experience to receive a certification as an Engineer-In-Training.

The Professional Engineers Section grants an experience equivalent for education. A Bachelor of Science degree in engineering accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC/ABET) is equivalent to 4 years of experience. A Bachelor of Science degree in engineering technology accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC/ABET) is equivalent to 3 years of experience.

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If the degree is from an international educational institution, you must provide an official detailed evaluation by Engineering Credential Evaluation International (ECEI) telephone (410) 843-7171 or access their website at: [www.ecei.org](http://www.ecei.org) . The transcript should also be submitted to the Engineer Section.

If your degree is not an EAC/ABET (Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology) approved engineering degree equivalent to four years of experience, you will be required to submit an "Experience Record" (Form #463) and three "Professional Engineer-In-Training Applicant Appraisal Forms" (Form #471) to document additional experience to satisfy the four-year certification requirement. Please call the board office if you need to receive these forms.

## **VERIFICATION OF EXAMINATION SCORES:**

If you completed the fundamentals of engineering examination (FE) in another state, you must contact the registration agency in that state and request that they provide official verification of the scores directly to this office. We suggest that you furnish a pre-addressed stamped envelope for their convenience.

## **EXPERIENCE RECORD:**

If you are applying for the Certificate as an Engineer-In-Training using education and experience as part of your documentation, you must complete the Experience Record (Form #463).

When completing the "Experience Record" (form #463), include as many applicable experience requirements outlined in the Wisconsin Administrative Code as possible. Do not use abbreviations or acronyms. Include duties and degree of responsibilities for each engagement. You may provide a detailed resume, if available. Indicate when employment is full-time vs. part-time and specify the number of hours worked per week. Provide a complete chronological listing of your background beginning with education. If your education does not come at the beginning of your record, include it in the appropriate order within your chronological listing of your background as a separate engagement. Information should be typed or printed. You may create your own document as long as it follows our format. Not more than one year of satisfactory credit may be granted for any calendar year.

Experience gained in a cooperative educational program must be listed as a separate engagement and must be indicated as co-op experience. To obtain cooperative work experience credit, the cooperative educational program must be documented on the official transcript.

The beginning and ending month and year of employment must be shown for each engagement. The total amount of experience for each engagement should be listed in a decimal format using the following formula:

1 month = .08	7 months = .58
2 months = .16	8 months = .67
3 months = .25	9 months = .75
4 months = .33	10 months = .83
5 months = .42	11 months = .92
6 months = .5	12 months = 1 year

For example: 1 year and 5 months of experience would be listed as 1.42 years of experience.

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## **REFERENCES:**

If you are applying for the Certificate as an Engineer-In-Training using education and experience as part of your documentation, you must provide replies from 3 references having personal knowledge of your experience using the enclosed "Engineer-In-Training Applicant Appraisal Form" (Form #471). Each reference should complete Form #471 and return it to you so you can submit all 3 references with your application. It is required that three references be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the three required responses.

## **REVIEW DATES:**

If you are applying for the Certificate as an Engineer-In-Training using education and experience as part of your documentation, your application will be presented to the Professional Engineer Section for evaluation when all required documents are received.

### **Review Dates**

February 2, 2006  
April 13, 2006  
June 15, 2006  
August 10, 2006  
November 9, 2006

### **Deadline Date for Receipt of All Documents**

January 19, 2006  
March 30, 2006  
June 1, 2006  
July 27, 2006  
October 26, 2006

**These are tentative meeting dates and are subject to change.**

## **WISCONSIN STATUTES AND ADMINISTRATIVE CODE:**

A copy of the Wisconsin Statutes and Administrative Code relating to the practice of Architects, Landscape Architects, Professional Engineers, Designers and Land Surveyors is available on the web at <http://drl.wi.gov> or at most public libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by [docsales@doa.state.wi.us](mailto:docsales@doa.state.wi.us).